



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

गुवाहाटी - 781 039, भारत

Indian Institute of Technology Guwahati

Guwahati - 781 039, India

Phone : +91-361-258 2192  
Fax : +91-361-258 2090  
+91-361-269 0762  
email : acadoff@iitg.ernet.in  
- web : http://www.iitg.ernet.in/acad

ACADEMIC AFFAIRS

Ref.:ACAD/PG/NOTICE/2020-21/9440

Date : June 19, 2020

## Notice

**Subject: PG Related Operational Matters.**

The Post Graduate related Operational Matters as detailed below have been brought to your kind notice for smoother implementation.

1. **For the PhD Panel of examiners**, forms filled without signature (Supervisor allocation/ change, DC formation/ change, Formation of the comp exam, APS, Synopsis) are to be submitted to [gourish@iitg.ac.in](mailto:gourish@iitg.ac.in) by the thesis supervisor with a CC to all the members in the respective forms. ([adoaapg@iitg.ac.in](mailto:adoaapg@iitg.ac.in) for the Chairman IPPC). After approval and update in the LAAPS, this will be intimated to the thesis supervisor by email.
2. **For the MA/MSc Panel of examiners**, filled forms are to be sent to [hirak456@iitg.ac.in](mailto:hirak456@iitg.ac.in) by thesis supervisor with a copy to all the members in the respective forms ([adoaapg@iitg.ac.in](mailto:adoaapg@iitg.ac.in) for the Chairman IPPC). After approval thesis supervisor will get an email.
3. **For the MTech/MS Panel of examiners**, filled forms are to be sent to [moshahary90.dona@iitg.ac.in](mailto:moshahary90.dona@iitg.ac.in) by thesis supervisor with a copy to all the members in the respective forms ([adoaapg@iitg.ac.in](mailto:adoaapg@iitg.ac.in) for the Chairman IPPC). After approval thesis supervisor will get email.
4. **For the thesis submission**, the thesis supervisor needs to send a soft copy of the thesis, soft copy of synopsis, filled forms without a signature for the panel of examiners, and 13a to [adoaapg@iitg.ac.in](mailto:adoaapg@iitg.ac.in). Thesis submission certificate will be issued by email.
5. **Final MTP/MSc/MA/MS grades** are to be submitted by concerned DPPC/CPPC Secy. in the AAMS. Print out of this summary sheet is to be signed by the DPPC/CPPC Secy and send it to the academic affairs section immediately. The provisional certificates will be issued only after receiving the signed hard copy.
6. **After conducting a Ph.D. viva voce**, the thesis supervisor needs to send an exam report (filled without signature), honorarium bill for the Indian examiners (filled and signed scanned copy) to [adoaapg@iitg.ac.in](mailto:adoaapg@iitg.ac.in). The provisional degree certificate will be issued by email.
7. **Change in the category forms (Regular to Part-time)** is to be submitted by the thesis supervisor with student signature (scanned copy) to [adoaapg@iitg.ac.in](mailto:adoaapg@iitg.ac.in) with cc to DPPC Secy and DPPC Chairman. The approved email will be sent by email
8. **For all the admission matters and change of grade**, signed copy in the appropriate format/form is a must.

If any departments/centers still wish to do it in a conventional way, then they are free to do so. However, after DPPC Chairman recommends, only then, the thesis supervisor needs to communicate to the concerned Academic Affairs staff as mentioned above. It will not be possible for Academic Affairs section to handle multiple emails from the thesis supervisor, DPPC Secy and DPPC Chairman for any process.

This is issued with approval of the competent authority.

Joint Registrar  
(Academic Affairs)

Joint Registrar (Academic Affairs)  
Indian Institute of Technology Guwahati  
Guwahati-781039, INDIA